

## ELCA

The February Board Meeting was called to order by Joel Brown, Maintenance Manager at 11:35 AM on February 29, 2020 in the Hondius Room of the Estes Valley Library. A quorum was established.

Present were:

Secretary: Jim Buck B6

Member at Large: Leslie Marshall, F1

Member at Large: Pat Duddleston E3 (via telephone)

Member at Large: Jane Fox, F4

Bookkeeper: Maria Karr F2

Maintenance Manager: Joel Brown

Owners: Bonnie Watson C3, Donna Elston H1, Tobi Manspeaker De, Chari West D2, Zora Thoms B4

The January minutes were reviewed and approved unanimously by the Board other than Leslie Marshall was omitted by mistake as an Attendee.

### **FINANCIAL REPORT:** Maria Karr

The Upper Thompson bill for January was \$6554.25 This is a quarterly bill. Marie suggests this bill be addressed with Upper Thompson as several of the units are vacant in the Winter. Craftsman Built Homes and Remodel have also been paid. We are current on the snow removal charges. The Rodent Control bill has been reduced as Nate Ford has been emptying the traps. The taxes have been completed and we paid very little. 1099s have been sent to our private contractors. Joel Brown's insurance has been paid for the year.

Our account balances are the following: Construction Account has a balance of \$3308.15 Operating Account \$1672.79 and Reserve Account \$34,759.53. Total cash on hand is \$39,740.47

Once again, three owners are behind in paying the monthly HOA fee. Maria is working with these owners. Maria will be moving to Loveland at the end of March 2020 and will be out of town the first 2 weeks of April. She has scheduled the Annual Meeting for July 18, 2020 at Good Samaritan. Time to be determined.

### **MAINTENANCE REPORT:** Joel Brown

1. Noise issues exist for the owner of D2. The owner and daughter believe the noise comes from D3. Two suggestions were presented. Both owners could purchase a recorder to monitor noise between 10PM – 7AM. Also, the owner of D is willing to speak with the owner of D2s daughter. The Police were contacted once due to the apparent noise and heard nothing.
2. The owner of #6 is upset because the new steps have not been completed. The steps will be painted when the temperature is 45 degrees or higher. Additionally, the carpet for the entrance landing will be glued down when the temperature is at least 45 degrees.
3. In the future, all new steps will be metal as the current wood steps are lasting only about 7 years. Metal steps were approved by the Board at the January 2020 meeting.
4. The owner of C3 wants her patio fence raised for privacy. The patio faces the bike path. Joel will check with the town for approval. For uniformity, patios on the west side of A, B and C will need to be the same.

5. B4s interior has been damaged most likely by a bird that has come down the chimney past an open damper and fireplace door. There was feces and urine damage. To make matters worse, Joel's key didn't work as the lock had been changed. Joel suggests a master key for all units.
6. H5 has a new furnace which sounds defective. The repairman had problems locking the unit which took 2 keys.
7. Blowing snow in February made walking quite dangerous. Additional plowing was necessary.
8. The Board unanimously agreed to hire Nate Ford as the new Maintenance Manager. Joel will work with Nate with the administrative part of the job. His job description needs to be refined.
9. Projects for this year were announced as well as completed 2019 projects.
10. The damaged patios at E1 and E4 will be completed this year. Joel will speak with Nate.

#### **OLD BUSINESS:**

The Welcome Letter will be completed shortly. The owner who has frequent non-paying guests will be receiving a follow up letter from the Board. The surveillance camera remains a problem. A specialist may be contacted.

#### **NEW BUSINESS:**

Joel Brown has less than 50% of the keys for ELCA. A master key, however, needs the approval of all owners.

Donna Elston, H1, and Tobi Manspeaker have shown interest in being members of the Board. After discussion with the Board, Jim Buck made the motion, seconded by Leslie Marshall, to nominate Donna and Tobi to be Members at Large. This was approved by the three current members.

#### **NEXT MEETING:**

The next meeting will be March 28, 2020 at 10:30 at Joel Browns home. His address is 421 Homesteader Lane

Pat Duddleston made the motion; seconded by Leslie Marshall to adjourn the meeting. This was approved by all. The meeting adjourned at 1:51 PM

Jim Buck  
Secretary